

UNIVERSITY OF FLORIDA FOUNDATION, INC.
POST OFFICE BOX 14425
GAINESVILLE, FL 32604

Prepayment Acknowledgement (UFF-I)
SUBMIT TO:
UF FOUNDATION DISBURSEMENTS DEPARTMENT
392-9882

I certify that the accompanying Travel Expense Report or Disbursement Request (UFF-DR) for the amount of \$ _____, is for a prepayment prior to travel or purchase of goods. I understand the Foundation's policy which states that all monies spent must be receipted.

I agree to provide the Foundation with receipts for all reasonable expenditures for which this prepayment is being made within ten (10) calendar days of the expenditure or completion of travel.

I also promise to reimburse the Foundation for any portion of this prepayment which is not properly spent and/or properly receipted.

Print Payee's Name: _____

SOF #: F _____

Payee's Signature: _____

Date: _____

Note: This form must be signed by the payee and submitted with a Travel Expense Report or a Disbursement Request (UFF-DR).